



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON GRAFENWOEHR  
UNIT 28130  
APO AE 09114-8130

IMEU-GFW-ZA

24 March 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #23; Heating and Air Conditioning for Grafenwoehr and Vilseck

1. **Effective Date.** This letter remains in effect until superseded or rescinded.
2. **Scope.** This policy applies to all permanent and transient parties occupying any facilities within the area of responsibility of the United States Army Garrison Grafenwoehr including Vilseck and to any JMTC mission related training units and their facilities. This policy is applicable until revised or rescinded.

3. **References.**

- a. Energy Independence and Security Act (EISA) of 2007
- b. Energy Policy Act, 27 July 2005
- c. Executive Order 13423 Strengthening Federal Environmental, Energy, and Transportation Management, 26 January 2007
- d. UFC 3-410-01FA, Heating, Ventilation, and Air Conditioning, 15 May 2003
- e. AR 420-1, Army Facilities Management, 2 November 2007
- f. Army Energy and Water Campaign Plan for Installations, 1 August 2006
- g. IMA-Euro Energy Guidance, 3 February 2006
- h. IMA-Euro Air Conditioning Guidance for Comfort Cooling, 20 May 2005
- i. HN Guideline ASR for LN Labor Working Environment Conditions
- j. Memorandum for Requesting Proprietary Approval for comfort cooling (encl.)

4. **Policy.**

- a. AR 420-1, Army Facilities Management states that energy resources for cooling and heating in Government-owned and Government-leased space will be intensively managed,

carefully controlled and monitored to ensure their efficient and effective use in support of mission requirements.

b. The DA energy conservation interim policy and AR 420-1, Chapter 22, Para 22-12 b. (2) states that operation of portable cooling devices is prohibited where the intent is to circumvent the cooling standards as outlined below.

c. DoD Unified Facilities Criteria, UFC 3-410-01FA, Heating, Ventilation, and Air Conditioning provides criteria for DoD facilities worldwide that are eligible to be provided Air Conditioning (A/C) depending on the local climatic conditions and weather history. Administrative areas will be air conditioned only in locations where the dry bulb temperature is 80° F (26.7° C) or higher for over 350 hours per year. For non-administrative areas like Fire Station, Military Family Housing, Unaccompanied Enlisted/Officers Personnel Housing, Temporary Lodging Facilities, Auditoriums and Theatres, Banks, Bowling Alleys, Chapels, Daycare centers, Schools, Libraries, Stores and Exchanges, Clubs and Dining Facilities, Post Offices, Indoor Target Ranges approval is given where dry bulb temperature is 80° F (26.7° C) or higher for over 650 hours per year.

d. Based on historical ambient weather data for Grafenwoehr and Vilseck, the DoD UFC criteria for providing Air Conditioning is not met because the annual hours in excess of 80° F dry bulb temperature at USAG Grafenwoehr do not exceed 350 and 650 hours respectively. Therefore, most facilities at Grafenwoehr and Vilseck do not qualify for Air Conditioning.

e. Exceptions to Paragraphs 4c and 4d above may be approved by the Garrison Commander only. Requests for exception to this policy must be submitted to the DPW in memorandum format.

f. Wherever mechanical cooling or A/C is authorized at Grafenwoehr or Vilseck, the space cooling temperatures shall be maintained as per UFC 3-410-01FA.

g. Comfort Mechanical Design. Systems will be designed, installed and protected according to ASHRAE Handbook. A design goal of achieving an indoor temperature of 25.5° C (78° F) 90 percent of the time should be used. The indoor design specific humidity will not exceed the outdoor design specific humidity; otherwise, the indoor design relative humidity will be 50 percent. The indoor design temperature provided by evaporative cooling or comfort mechanical ventilation will be 80° F (27° C); the above requirements for specific humidity do not apply where evaporative cooling is used.

h. Non-occupied hours of working and living space: 85° F (29.4° C).

i. Space temperatures for medical, dental and medical research operations will comply with these standards unless exempted by UFC 4-510-01.



j. All facility air conditioning systems must be controlled and managed by the DPW Utilities & Energy Management & Control System (UEMCS) to insure that heating systems are turned off while cooling systems are operating and that cooling systems are turned off while the facility heating systems are functioning. Time frames for UEMCS night setback and unoccupied periods will be coordinated with DPW and will be defined based on the individual usage of each facility.

k. Requests for non-comfort cooling such as for technical reasons (e.g. to ensure proper functioning of computerized or electronic equipment) must be submitted to the DPW for assessment and approval. Customers must prove the necessity by documenting the operational conditions of the equipment. A/C for technical purposes will be limited to those equipment rooms only.

l. Usage of A/C units or systems, regardless of funding and supply source, is prohibited unless criteria listed in this POLICY are met. Any installation of an A/C must begin with the submission of a Work Order (DA Form 4283) to DPW. Organizations or units wishing to accomplish A/C installation through means other than the DPW shall proceed as follows: submit DA Form 4283; design project IAW all applicable regulations and given DPW standards; submit design for review and incorporate any DPW design comments; get final project approval from DPW; invite DPW representatives to all pre-final and final project inspections and meet the DPW construction quality standards. Submit project as-built and maintenance manuals, and submit DD Form 1354 (Transfer of Real Property).

m. The use of privately owned A/C units in Gov facilities and Army family housing is prohibited.

n. All A/C system projects and designs must comply with applicable DOD, HN and local force protection regulations, fire regulations, technical regulations and energy regulations.

o. Operation of heating facilities. All heating equipment will be controlled by the DPW and will be off-limits to all other personnel. No date will be established for the starting and cessation of the heating season; ordinarily the heating season does not begin before 1 September nor end earlier than 15 May. Domestic hot water will be provided at all times.

p. Prevention of damage by freezing.

(1) Prevention of damage to Government property is a command responsibility. Commanders will ensure that all necessary action is taken to prevent damage to contents of a building or to heating and plumbing equipment under their jurisdiction by freezing, overheating, or improper operation.

(2) When heating equipment becomes inoperative during freezing weather, or when the contents of the building would be damaged by freezing, the individual responsible will immediately telephone the Directorate of Public Works (DPW), Service Order Desk, 475-6324 for Grafenwoehr and 476-2705 for Vilseck. Request for repairs should describe the

circumstances and nature of damage, and the exact location. Individuals responsible for buildings who permit plumbing to freeze through negligence, may be held liable for any resulting damage.

(3) When buildings with installed plumbing are to be unoccupied for a period of 30 days or more during the heating season, Commanders will notify DPW to winterize the building.

(4) Responsible commanders, building fire wardens or their designated personnel will ensure that all buildings in which heating equipment is operated are inspected weekly. Daily checks will be accomplished when buildings are not occupied, to quickly detect non-operation of heating equipment.

**5. Point of Contact.** POC for this policy is Operations and Maintenance Division, DPW USAG Grafenwoehr, 475-7170.



NILS C. SORENSON  
COL, SF  
Commanding

DISTRIBUTION:

A